

**AMENDMENT**  
**Request for Proposal**

Amendment Date: November 18, 2010

Amendment Number: 1

Bid Event ID: EVT0000263

Document Number: RFX0000061

Closing Date: December 1, 2010, 2:00 PM

Procurement Officer: Tami Sherley  
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Item: State Medicaid Health Information Technology Plan (SMHP)

Agency: 17100 - Kansas Health Policy Authority

Period of Contract: One (1) year from Date of Award  
(with the option to renew for one (1) additional twelve (12) month period)

**Conditions:**

1. **Closing date remains December 1, 2010.**
2. **The original procurement document made several references to appendices 1 – 10 in the narrative. These references actually are attachments and exhibits as follows:**
  - a. Appendix 1 = Atch 1 – KS HIT P-APD for SMHP.docx
  - b. Appendix 2 = Exhibit 1 – SMD090109Att1.pdf (Exhibits 1.1 thru 1.6 are the “Enclosure A thru Enclosure F” identified in the State Medicaid Directors letter
  - c. Appendix 3 = Atch2.0 – Final Rule 2010-17207.pdf.
  - d. Appendix 4 = Atch 3 – SMHP Template\_042710.pdf
  - e. Appendix 5 = Atch 4 – Health Professionals Workforce Schematic Draft.pdf and Atch 5.1 Proposed\_Minimum\_Dataset.
  - f. Appendix 6 = Atch 6 – MITA State Self Assessment.doc
  - g. Appendix 7 = Exhibit 2.0 thru Exhibit 2.3 – Survey Instruments (Hospital, Physician, Nursing Home, Other))
  - h. Appendix 8 = Atch 5 – List of total number of Eligible Professionals by provider type.doc
  - i. Appendix 9 = Atch 7 – Environmental Scan List 2010 07-12.docx
  - j. Appendix 10 = Exhibit 3 – Kansas HIE SOP Format Draft 2010 07-15.pdf

**Please change all references to appendices in the original RFP in accordance with the preceding information.**
3. **See the attached answers to questions submitted to the Division of Purchases concerning the above mentioned RFP.**
4. **See the revised cost sheets attached hereto.**

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Amendment Number 1 EVT0000263 was recently posted to the Division of Purchases Internet website.  
**The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/RFQ/EVT0000263>

**It is the vendor's responsibility to monitor the Division of Purchases website on a regular basis for any changes/addenda.**

EVT0000263: State Medicaid Health Information Technology Plan  
Questions and Responses

Q1. Is this a new requirement for the State? If not who is the incumbent vendor?

A1. **This is a one-time request by the Center for Medicare and Medicaid services.**

Q2. How much money has the State budgeted for this program?

A2. **This information is not available for release.**

Q3. Is the selected bidder for the State Medicaid HIT Planning work precluded from performing any downstream HIT / Electronic Health Record (EHR) implementation activities?

A3. **No.**

Q4. Will Kansas' approved Planning Advance Planning Document (PAPD) for the SMHP initiative be available for bidders to review?

A4. **See attachment 1 to the original procurement document.**

Q5. Period of contract on RFP Bid sheet is not consistent with pricing sheets on page 63.

A5. **See attached revised cost sheet.**

Q6. Why was the Audit Strategy Section from the CMS SMHP Template published 4/28/2010 not included?

A6. **All sections from the CMS Template are included throughout the RFP (A, B, C, D, and E). The entire CMS Template is included as Attch 3 – SMHP TEMPLATE\_042710.pdf – to the RFP which was located within [EVT0000263-Attachments.zip](#)**

Q7. What is the KS Chronic Care Model?

A7. **This is background information in which the model will take advantage of the Health Information Exchange. Although it is not important to understand the model for the development of the SMHP, the model identifies the essential components of a health system that support high-quality chronic disease care. These elements are the community, the health system, self-management support, delivery system design, decision support and clinical information systems. Implementation of the model results in informed and activated patients working in partnership with a proactive health care team to produce healthier patients and cost savings.**

Q8. This section contradicts the information in section 4.1.2 of RFP. For purposes of developing the SMHP, which format does KHPA prefer?

A8. **It is unclear from the question which section is being compared to 4.1.2 of the RFP. In all instances specific Kansas guidance is in addition to and intended to be congruent with CMS guidance for the development of the SMHP and the associated IAPD and EHRIP implementation plan.**

**Exhibit 3 (Appendix 10 within the RFP), "Kansas HIE SOP Format Draft 2010 07-15.pdf" is included as an exhibit to the RFP to provide Bidders with an example of the "look and feel" that KHPA intends the final SMHP, IAPD, and associated EHRIP implementation plan to reflect. This document is not necessarily reflective of the structure or content that the SMHP, IAPD, and associated EHRIP implementation plan should take. The final SMHP, IAPD, and associated EHRIP implementation plan shall provide complete answers to the CMS questions and guidance as indicated throughout the RFP. The actual structure of the final submissions to CMS will be proposed by the Contractor and approved by KHPA.**

Q9. The document references Appendix 1 which is not attached to this document. Please provide Appendix 1.

A9. **See condition 2 of this amendment. The "look and feel" of the document (not content) is found in Exhibit 3 – Kansas HIE SOP Format Draft 2010 07-15.pdf (inadvertently identified as Appendix 1 0 which was originally Appendix 10.**

Q10. The document references Appendix 2 and 3 which are not attached to this document. Please provide Appendix 2 and 3.

A10. **See A9.**

Q11. The document references Appendix 10 which is not attached to this document. Please provide Appendix 10.

A11. **See A9**

Q12. The document references Appendix 5 which is not attached to this document. Please provide Appendix 5.

A12. **See A9**

Q13. The document references Appendix 9 which is not attached to this document. Please provide Appendix 9.

A13. **See A9**

Q14. The document references Appendix 9 and 6 which are not attached to this document. Please provide Appendix 9 and 6.

A14. **See A9**

Q15. Does Sections A, B, C, D, and E mentioned relate to CMS Template for the SMHP?

A15. **Yes**

Q16. Does Section C and D mentioned relate to CMS Template for the SMHP? Will the SMHP contain vendor recommendations or the state's recommended strategy for maintaining privacy and security? What is the role and responsibilities of State of Kansas Medicaid legal counsel?

A16. **The vendor will take the point in leading discussions and will provide recommendations to KHPA regarding Privacy and Security. The Final SMHP, IAPD, and EHRIP implementation plan will contain the final Privacy and Security strategy as approved by KHPA.**

Q17. Would KHPA consider changing to after approval to begin the contract is received from CMS?

A17. **CMS requires a review and approval of the proposed contract before final approval of the contract.**

Q18. For purposes of evaluation of bidders, would it be appropriate for Vendors to assume no more than three iterations of these plans?

A18. **This would be dependent on the quality of the product.**

Q19. What Medicaid program files, time span of data periods, and format will be provided for the analysis?

A19. **It is unclear from the question what "analysis" is being referenced. Please address this at the time of face-to-face negotiations**

Q20. Should the last date be January 5, 2011?

A20. **Yes – through typographical error, a few dates were identified as 2010 – all dates from January through April should be 2011.**

Q21. Should the date for the Communications Plan be January 14, 2011?

A21. **See A20**

Q22. Please clarify. There are 65 calendar days between January 5<sup>th</sup> and March 11<sup>th</sup>. This timeline does not appear consistent with Section 4.2.3.6 EHRIP requirement of 100 days stated on page 46. Even using the March 25<sup>th</sup> date for final documents would provide 79 days to complete these documents.

A22. **Due to the delays in the State and Federal approval process the original timeline has been shortened to conform to the Kansas Medicaid timelines and the timelines, as corrected, within 4.5 will prevail (also see A20)**

Q23. The period of contract is not consistent with that listed on the RFP Bid Sheet, page 1 of this RFP. What is the period of the contract?

A23. One (1) year from Date of Award (with the option to renew for one (1) additional twelve (12) month period).

Q24. For purposes of vendor's proposals, how should deliverables for optional services be included within pricing sheets?

A24. **Optional Services and deliverables related to these services should be included in the pricing sheets on individual lines as identified in the attached revised cost sheet.**

Q25. How will the cost of optional services be evaluated?

A25. **The state will review and evaluate the core proposals. The cost of the optional services offered will not be used as part of the selection criteria.**

Q26. Section 2.1 (third bullet) on page 7 of the RFP indicates that "Seven (7) electronic / software version(s) of the technical proposal and cost proposal are required."

a. Does this mean that the State would like seven (7) copies of the technical proposal in addition to seven (7) copies of the cost proposal for a total of fourteen (14) electronic/software versions? **Yes**

b. Would the State accept these fourteen (14) electronic / software versions on CD or must they be supplied on flash/thumb drives? **Flash/thumb drives only**

A26. **Yes, seven copies of the technical proposal and seven copies of the cost proposal are required to be provided for a total of fourteen separate electronic/software versions. Separate thumb drives must be supplied for all 14 copies.**

Q27. Section 2.2 (page 7 of the RFP) indicates that, "Bidders are instructed to prepare their Technical Proposal following the same sequence as this RFP." The RFP then lists only the following components:

- 2.3 Transmittal Letter
- 2.4 Bidder Information
- 2.5 Qualifications
- 2.6 Timeline
- 2.7 References
- 2.8 Technical Literature
- 2.9 Procurement Card (P-Card)

Please confirm that the above sequential list of required components does not represent the comprehensive list of items that Bidders should include in their Technical Proposal. Please confirm that bidders can submit additional components in their Technical proposal, for example, Section 4.2.3.1 (RFP page 41) requests that "Bidder shall submit a Preliminary Project Plan including: timeline, deliverables, and lead staff as part of the response to this RFP." Please confirm that these additional items requested should be provided sequentially following the items noted in RFP Sections 2.3 through 2.9 (listed above).

A27. **Yes - Bidders should respond to all sections of the RFP in sequential order.**

Q28. In Section 2.4. Bidder Information (page 9 of the RFP), please provide additional information regarding how the following two subsections differ:

- (c) number of personnel, full and part time, assigned to this project by function and job title;
- (d) resources assigned to this project and the extent they are dedicated to other matters;

Please provide more specific information regarding what the States requires to be submitted under each sub-section (c) and (d) above.

A28. **The distinction between c and d is that d requests “the extent that they are dedicated to other matters”.**

Q29. Please expand on the State’s expectation for Bidder submittals in response to Section 2.8 Technical Literature (RFP page 9). Is this to include Bidder collateral such as any relevant Bidder brochures, whitepapers written by Bidder, etc.?

A29. **Provide specifications and technical literature sufficient to allow the State to determine that all requirements can be met.**

Q30. Section 3.2. Contract (RFP page 11) speaks to the written contract with the State. Can bidders submit suggested alternate contract language for the State to consider as part of their proposal?

A30. **No.**

Q31. What is intended by Section 4.11 on page 61 of the RFP? Are there other attachments not provided in the RFP (pages 1 – 66)?

A31. **In the last paragraph of Section 4.11 is a hyperlink to all Attachments and Exhibits – they can also be accessed from the Purchasing Bid Solicitation site. (also see A9).**

Q32. Please advise regarding the proposal submittal requirements pertaining to the Contractual Provisions Attachment provided on page 66 of the RFP. Does this form consist of only the one page (RFP page 66) or are there additional pages not included in the RFP?

A32. **Yes – the Contractual Provisions Attachment consists of one page.**

## REVISED COST SHEET (11/18/2010)

Contractor Name: \_\_\_\_\_

Vendors shall submit proposed costs for the development of the State Medicaid Health Information Technology Plan (SMHP), including Electronic Health Record Incentive Program implementation plan, and Implementation Advance Planning Document (I-APD) as indicated herein.

### 1. Fixed Costs Final and Full.

- a. All reasonable and necessary equipment, labor, software, and services to make this Project timely operational shall be included in the proposal and included in the fixed costs. The Contractor is responsible for all additional costs not included in the proposal and required to satisfactorily complete the scope of services requested and the State's requirements.
- b. This Request is for a firm fixed price contract with payment(s) made only for defined and accepted deliverables.
- c. Prices shall remain firm for the entire contract period and subsequent renewals. Prices quoted shall be net delivered, including all trade, quantity, and cash discounts.
- d. Any price reductions available during the contract period shall be offered to the State of Kansas.
- e. Failure to provide available price reductions may result in termination of the contract.
- f. The State will not award or contract for any arrangement that uses estimates, "time and materials," or payments based on "progress" or elapsed time.
- g. The exact payment per deliverable will be determined during negotiations.

### 2. Vendors shall submit their proposed timeline and cost for the development of each segment as listed below:

#### Cost

#### Project Management Including:

Comprehensive Project Plan  
Comprehensive Communication Plan  
Written status reports throughout the term of the Contract  
Weekly meetings with KHPA Point-of-Contact  
Regular meetings as necessary with the KHPA SMHP  
Steering Committee  
Regular meetings as necessary with external stakeholders  
Vision Stakeholder Meetings  
Environmental Scan Stakeholder Meetings  
EHRIP Implementation Plan Provider Meetings  
Data Analysis

**Subtotal**

\$ \_\_\_\_\_



**Revised Cost Sheet  
(Page 2 of 3)**

**Contractor Name:** \_\_\_\_\_

**Deliverables**

SMHP Draft including:

Vision Draft

Privacy and Security Technical and Legal

Documentation Draft

Comprehensive Environmental Scan (Technical

Documentation of State, Regional and local

HIT systems) Draft

SMHP Draft

\$ \_\_\_\_\_

EHRIP Implementation Plan Draft

\$ \_\_\_\_\_

IAPD Draft

\$ \_\_\_\_\_

SMHP Final including:

Privacy and Security Technical and Legal

Documentation Final

Comprehensive Environmental Scan (Technical

Documentation of State, Regional and local

HIT systems) Final

SMHP Final

\$ \_\_\_\_\_

EHRIP Implementation Plan Final

\$ \_\_\_\_\_

IAPD Final

\$ \_\_\_\_\_

Subtotal

\$ \_\_\_\_\_

**Optional Response Items (List items as necessary)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

**Revised Cost Sheet**  
**(Page 3 of 3)**

**Vendor Name:** \_\_\_\_\_

Payment for these services will be made on a monthly basis per the timeline presented with this cost proposal with a ten percent (10%) holdback until the Final Reports have been accepted by the State. Contractor shall bill monthly for these costs. It is anticipated that all work in this section will be completed during the first year of the contract.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_